

JOB INFORMATION

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| Job Code | HC42 |
| Job Description Title | Exec Dir, Administrative Operations - SVPRED |
| Pay Grade | FO15 |
| Range Minimum | \$107,130 |
| 33rd % | \$139,270 |
| Range Midpoint | \$155,330 |
| 67th % | \$171,400 |
| Range Maximum | \$203,540 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 170 Senior VP Research Econ Development |
| Approved Date: | 10/29/2024 4:29:26 PM |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------|
| Job Family: | Financial & Business Operations |
| Job Function: | Accounting & Finance |

JOB SUMMARY

The Executive Director of Administrative Operations for Research and Economic Development holds a pivotal leadership role in shaping and executing the organizational vision and operational strategy within the Research Division. Responsibilities encompass translating high-level strategies into actionable steps, fostering growth, and ensuring the efficient functioning of the research and economic development enterprise.

RESPONSIBILITIES

- Directs the administrative facets of the Research Division, including financial planning, budgeting, funding allocation, and communications, ensuring alignment with organizational goals. Prepares and monitors the operating budget for the Senior Vice President for Research and Economic Development (SVPRED) departments and provides financial reporting and analysis for funding activities, business operations, and project accounting. Advises and assists management officials on complex fiscal matters, budget considerations, transfer of funds, and other fiscal matters including extramural funding.
- Collaborates closely with the Division leadership team, specifically the SVPRED and Associate Vice Presidents, to establish and implement organizational vision and operational strategies.
- Cultivates a highly inclusive culture within the Research Division, overseeing unit operations and employee productivity to meet organizational goals and foster team member success. Serves as the Central Operations Manager, ensuring day-to-day operations run smoothly and efficiently.
- Collaborates with the SVPRED to develop strategies for achieving short- and long-term growth targets for various SVPRED functions. Assists with strategic planning, organizational analysis, and business development. Executes business strategies and plans aligned with the short- and long-term objectives of the SVPRED.
- Analyzes internal operations, identifying opportunities for process enhancements to improve overall efficiency and effectiveness.
- Builds and maintains trusted relationships with internal and external partners and stakeholders to facilitate collaboration and to support the Research Division's mission.
- Provides formal and ad hoc reports and analyses of SVPRED unit business functions, offering insights and recommendations for continuous improvement.
- Performs other relevant duties assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|---|-----|---------------------|--|--|
| Bachelor's Degree | Business, Management, Finance, Accounting, or related field | and | 10 years of | Substantial experience in a leadership role within a research or academic institution. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of accounting principles, practices, and the analysis of financial data. | |
| Knowledge of management principles related to resource allocation and budgeting. | |
| Proven strategic leadership in a research or academic setting. | |
| Strong organizational and managerial skills with a background in overseeing administrative, financial, human resources, and communication functions. | |
| Excellent collaboration and communication skills to work effectively with diverse teams and stakeholders. | |
| Demonstrated ability to translate strategy into actionable steps for organizational growth. | |
| Commitment to fostering an inclusive and high-performing team. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | | X | | | | 10 lbs |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | X | | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|----------------------|-------|--------|--------------|------------|------------|
| Extreme temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | | X | | |
| Chemical | | X | | | |
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

Vision Requirements:
Ability to see information in print and/or electronically.